

ARCHIVAL RECORDING OF HERITAGE PLACES



This guideline has been prepared under section 173 of the Queensland Heritage Act 1992

Introduction

Archival recording is an essential part of conservation practice for heritage places. It aims to identify and capture the unique qualities of a place, creating a permanent record to inform ongoing understanding of our cultural history, significant historical events and caring for heritage places.

Most archival recordings are undertaken as a requirement of conditions attached to a development approval under the *Queensland Heritage Act 1992* or the *Sustainable Planning Act 2009*. If there is a likelihood of loss of significant fabric or other historical evidence (for example, when the development involves full or part demolition of a building), the assessing authority usually requires archival recording as a condition of approval to develop a place entered in the Queensland Heritage Register.

This guideline is for reference by assessing authorities, owners and managers of heritage places and for heritage professionals who need to undertake archival recording of places entered in the Queensland Heritage Register or a local heritage register.

It has been developed to promote accurate and consistent recording of heritage places, in accordance with the principles set out in *The Burra Charter: Australia ICOMOS Charter for places of cultural significance, 1999* (Burra Charter). It is relevant to all types of heritage places, items and objects, including landscapes, buildings, building interiors, monuments, structures and spaces, Archaeological Places and artefacts, related objects and material elements, as well as significant social or cultural aspects of a place.

This guideline specifies a method for preparing particular documents and photographs for lodgement within a secure and permanent storage facility.

It also specifies quality, technical and content requirements for recordings and outlines an approval and lodgement process. The guideline covers measured drawings and photographic images (film and digital).

This guideline has been written under section 173 of the *Queensland Heritage Act 1992*.

Roles and responsibilities

The applicant for a development approval is responsible for ensuring all conditions attached to the approval are fulfilled. This is not necessarily the property owner—a consultant employed to conduct the archival recording and compile it ready for lodgement often fulfils the applicant role.

What the applicant should do

- Consult with the officer managing the approval conditions to define and determine an agreed scope of work required for archival recording. If the applicant has already appointed a consultant to undertake the work, the consultant should be included in these consultations.
- After consultation, submit a written outline of the scope of work to the officer managing the approval conditions prior to undertaking recording.
- Establish a written brief for the consultant undertaking the archival recording. The brief should outline terms and conditions for recording and include the scope of work.
- Engage an appropriate consultant to undertake recording, if a consultant has not already been enlisted. The quality of an archival record relies on appointing appropriate consultants with the knowledge, skills and equipment required to undertake the record, thus ensuring outcomes are appropriate to the specific features of a place. Consultants may include heritage consultants, architects, photographers, engineers, archaeologists and historians. Archival records involving significant archaeological evidence must be prepared by an archaeologist with appropriate experience in historical, industrial and/or maritime archaeology in Australia.
- Provide a background briefing to the consultant so that they understand the history, operations and cultural significance of the place.
- Provide the consultant with any existing available plans and documentary evidence, such as cultural management plans, conservation studies and heritage register entries.

- If required, allow the consultant access to conduct a preliminary site visit prior to undertaking the recording.
- Ensure the recording is collated according to requirements outlined in this guideline.
- Lodge the completed archival recording as outlined in this guideline.

What the consultant should do

- Conduct and produce the recording according to specifications outlined in this guideline and in accordance with the agreed scope of work.
- Before undertaking a recording, gain a good understanding of the history, operations and cultural significance of the place. Preliminary research should include reviewing the Queensland Heritage Register entry and any other existing records, reports or documents, such as conservation management plans.
- If possible, conduct a preliminary site inspection prior to commencing recording, preferably with someone familiar with the site's heritage significance. Become familiar with the site and any opportunities or constraints it holds for recording purposes.
- Consult with the officer managing the approval about the scope of work required and provide a written scope of work document to the assessing authority prior to commencing recording.
- Work with care and ensure appropriate expertise and equipment to undertake recording. Correct, accurate set-up and skill in operating equipment is vital. Poor quality recordings or recordings that do not fulfil the scope of work will be rejected.
- Undertake recording with minimal impact on a place. If there is a need to disturb the place in any way (such as moving furniture or storage items to create a clear view for photography), discuss and **gain approval first** from the site owner, applicant and the officer managing the approval.
- Use professional judgement and skill when undertaking a recording. Notify the applicant and the officer managing the application if a change to the scope of work is required. This could include where conditions on site do not allow fulfilment of scope of works, or aspects of a place are revealed whilst recording that are significant to the history of the place but are not addressed in the scope of works.

Scope of work

Archival recording aims to identify and capture the unique qualities of a place that contribute to its cultural heritage significance. Recordings will differ in content and extent depending on the specific circumstances of a place. For example, documenting a small-scale monument notable for its contribution to a streetscape may differ in extent and technique to that of a large public building with extensive architectural detailing, an industrial building used for significant industrial processes, or a place with significant archaeological artefacts.

A scope of work document outlines what should be recorded and the recording methods to be used. It is based on:

- the type of significance and/or identification of significant components of a place
- level of recording detail required
- resources available
- any applicable constraints (such as site safety and access, budget considerations, available expertise).

Defining the scope of work is an essential step in the archival recording process. In consultation with the officer managing the development approval, the person who will undertake the recording must prepare a document outlining the scope of work.

Approval for the scope of work document must be obtained from the officer **before** the recording commences.

Fulfilling the scope of work is a requirement of the approval.

What a scope of work document must include

This outline can be adjusted to include other information depending on the particular requirements for the work (such as a work plan and costing).

1. Place details

- name and address of place
- a brief description of the site.

2. Purpose

- outline the purpose of the recording
- outline the significance of the place
- list and describe the significant features of the place
- include a brief background summary of the history of the place.

3. Scope

- outline the approach and methodology of the recording
- list the recording methods to be used, using this guideline as a reference. For each method, list:
 - general requirements—what methods of recording will be used and what will generally be included or excluded
 - specific requirements—what needs to be done specifically to ensure that the cultural heritage significance of the place is accurately recorded, including noting if and which expert consultants are required to undertake the recording methods.

4. Deliverables

- list the minimum content and requirements for the recording, using this guideline as a reference. Note which expert consultants will be required to undertake the recording.

5. Other requirements

- list requirements for recording not addressed in the condition of approval or in the above categories. This may include costing, work program, specific resource requirements, exclusions, additional copies of the record to be lodged with other organisations such as local museums, specific work clearances required by other bodies associated with the place, and reporting and communications arrangements etc.

Measured drawing requirements

Measured drawings provide an accurate record of buildings, structures, objects and places. They also depict the physical features that contribute to their cultural heritage significance.

While computer-aided design (CAD) is a common method for producing architectural drawings, hand drafting is also an effective way to document historic features, particularly where building elements have moved over time and are no longer plumb. Hand sketches are useful for recording features not able to be captured in measured drawing alone and may be needed to supplement measured drawing sets.

The choice of method should ensure accuracy in recording existing conditions. Refer to Appendix C for copyright requirements.

General measured drawing requirements

A guide to suitable graphics is provided in Standards Australia, 2008, AS1100.301 Australian Standard Technical Drawing Part 301: Architectural Drawing.

For Archaeological Places, a suitable guide for methods and techniques in drawing horizontal (plans) and vertical (section) surfaces can be found in Burke and Smith (2004) *The Archaeologist's Field Handbook*.

Measured drawings should be:

- produced from accurately recorded measurements taken in the field. If existing architectural drawings or other site plans are used, measurements on drawings should be checked and verified on site.
- drawn accurately to scale
- clearly set out and easy to read
- cross-referenced—all drawings should be clearly titled, show scale, orientation, and include bar scales relevant to drawings on each page
- a true reflection of existing conditions. Drawings should not include interpretation of what may have existed previously (ie., missing elements should not be included and elements that are not plumb should be recorded as such)
- annotated where appropriate, or hatched to differentiate between dates of construction, materials and finishes to reveal more about the heritage significance of the place
- produced to fit standard metric sheet sizes—A1, A2, A3 and A4. Consistent orientation of sheets is preferred.

Hand-drafted drawings must be produced on polyester-based drafting film or acid-free paper with water-based permanent black ink technical pens (Rotring, Staedtler, Faber-Castell or equivalent).

All drawings must carry a title block on each page that includes:

- sheet number and number of sheets in the set
- place name and site location/address (as listed in the Queensland Heritage Register)
- Queensland Heritage Register number
- date of production
- name of consultant
- scale
- the north point.

Other drawing requirements include:

- all major fixtures such as machinery or building services. These should be recorded to the same standard.
- layout of furniture or other moveable objects (where appropriate), particularly when these items are part of in situ collections
- the position, relationship and function of all fixtures, machinery and services (when significant, such as at an industrial site). Information identifying the fixtures/services should be noted and included on the drawing or provided as an attachment to the drawing set. Information should include the maker's names, model numbers, and distinguishing features. A description of use/purpose should also be provided where the function is obscure.

Do not include detail about inaccessible elements that cannot be measured (such as footings or framing) or that are in areas that are unsafe to access. Portions not accessible for measurement should not be drawn, but be clearly labelled as ‘not accessible’. If available, construction drawings or other sources of information pertaining to missing portions should be referenced on the drawing and included as an attachment to the drawing set.

Specific measured drawing requirements

The following list is intended to be used as a guide. The number and type of drawings will depend on the particular drawing requirements listed in the scope of work document.

Drawings must be compiled as a neat set and may include:

- **Title sheet**
 - a) the name of the place/structure/object and its heritage register number
 - b) a short synopsis of the heritage register entry explaining the place’s historical significance
 - c) site location and map
 - d) name of author and date prepared
 - e) for larger drawing sets, an index of all drawings and attachments in the set.
- **Site plan (suggested scale 1:500 or 1:200)**

Show existing site conditions, site boundaries, transport systems such as road alignments and footpaths, significant site structures including roof outlines if roofs extend beyond walls, services and, if appropriate, influential geography such as rivers or valleys, topography and significant botanical features.

The site plan should locate all important elements in relation to each other. A site section or profile may also be necessary to show relative positioning of important elements in relation to each other and important topographical features.
- **Plan/s (suggested scale 1:100 or 1:50)**

Show all levels, including basements or mezzanine levels. Additional plans may be required to document machinery or significant piping layouts, or to document the flow or process of a product through a building or site. Reflected ceiling plans should be included to show significant overhead details such as architectural detailing or mechanical or structural elements.
- **Roof plan/s (suggested scale 1:100 or 1:50)**

Include all roofing elements as seen from above, such as guttering, barge rolls and rainwater spreaders. Materials and pitch should be noted on drawings.
- **Elevations (suggested scale 1:100 or 1:50)**

Show all sides of the building.

- **Sections (scale 1:50)**

Sections are required to fully describe the arrangement/relationship between spaces, both interior and exterior spaces, and/or the relationship of equipment or processes on different floor levels. Depending on the characteristics, sections can also be used to provide information on building form and relationship to site features. A minimum of 2 sections in different planes (not parallel) is required. Jogged or split sections may be required to ensure clarity where major elements may obscure important elements of a building or place.

- **Ceiling and joinery details (suggested scale 1:20 or 1:10)**

Details of significant features that cannot be depicted at smaller scales should be documented. Details may include joinery, door and window cases, staircases, panelling, cornices, veranda posts, skirtings, mouldings etc.

- **Other significant details (suggested scale 1:20, 1:10, 1:5)**

These may include rainwater heads, decorative work, structural joints, signage etc.

- **Machinery and services details (suggested scale 1:20, 1:10)**

Record details of significant machinery or services to clarify and explain the relationship between the place and the functions or processes that occur there.

- **Hand sketches**

Consider the need for hand-drawn sketches to accurately record aspects not able to be depicted in measured drawings or other recording methods, such as patterns of wear and tear, significant shade patterning and decorative elements.

- **Attachments**

- a) Site notes—showing all measurements and sketches taken during field measurement. These notes (either original or copy are acceptable) must be submitted with the drawings so that accuracy of drawings can be verified.
- b) Supporting information/existing information—any existing construction drawings or other sources of information pertaining to the place. This may complement and extend the description and understanding of the place.

Photographic recording requirements

Photographic images are unique. They provide a visual record of a place at a moment in time; simultaneously capturing a variety of attributes of a place from small-scale details and materials to large-scale characteristics of building form and 3-dimensional spatial relationships.

Both technical skill and artistic judgement are needed to ensure the essential attributes of a place are accurately captured. For most recordings, documentation by a professional consultant will be required.

Preliminary planning and research are an important part of the recording process, as they:

- inform photographic method and content
- ensure recording outcomes are appropriate to the needs of a place.

The consultant should carefully choose the photographic method (or use a combination) to suit the requirements of a particular place.

The photographer needs to have a clear plan of action and a good understanding of the history of a place and its cultural significance.

Refer to Appendix C for copyright requirements.

General photographic requirements

A complete photographic archival record consists of:

- images
- key plans
- an index sheet
- a photographic report.

Images

Images should be taken systematically, be presented in a logical sequence according to the requirements of a place, and should include:

- general interior and exterior survey views of the place. External views should aim to show context and overall coverage—oblique shots are useful for general reference
- elevations of all sides
- details of all key elements including windows, doors, eaves, cornices, rainwater goods, skirtings and decorative elements
- interior elevations of each space. In small spaces it may be acceptable to take diagonal views. Ensure floor and ceiling finishes are shown
- the relationship between elevations to any equipment or relics housed in each space. If moveable elements that are not culturally significant (such as furniture or storage items) substantially obscure significant elements or features, contact the officer managing the case to discuss whether temporarily relocating elements that are not considered culturally significant is possible. No elements should be moved without consultation and approval from the assessing authority, the site owner and the applicant
- documentation of any internal or external features or items important or particular to the place
- documentation, where possible, of significant moveable parts in open and closed positions
- documentation of significant views to and/or from the site

- duplicate key views of primary significant features taken with a scale stick. The scale stick should be positioned vertically or horizontally against the object or structure to ensure legibility in the photo. The stick should be at least one metre long and calibrated in bands from 10 mm to 1000 mm wide
- the use of sunlight as the preferred lighting for exteriors, where possible. Night time images should be taken if significant to the understanding of the cultural heritage of the place. Interiors should be illuminated to reveal detail in shadows
- structures shown in use, where use highlights their function and does not obscure important details (such as showing a rail bridge in use)
- a record of significant landscape. Photographic parameters for recording landscapes will differ to those for recording buildings. Consider aspects such as climate, seasonal differences, geographic location, vegetative succession, topography and unusual or distinguishing features. These aspects should be outlined in the agreed scope of work. Refer to *Historic American Landscapes Survey Guidelines for Photography, Section 2.0 Photographing the Landscape* (prepared by T. Lamb for the US Department of the Interior, National Park Service, 2004)
- an overall photograph for large-scale places or landscape elements (consider aerial views that may be a better way of recording site conditions and relationships)
- significant elements of the building during demolition or ‘opening up’ of structure/machinery, if possible
- if available, GPS (global positioning system) information in the metadata for any digital images
- **for archaeological places**, a scale, irrespective of the subject being photographed
- for large objects and features, a 2 metre telescopic or fixed range pole marked in 20cm or 50cm units
- for small objects, a 10cm scale marked in 1 centimetre sections.

Key plans

A key plan provides a reference for all photographs taken and indicates the camera position and direction in which each photograph was taken. Key plans should:

- be drawn to scale and include the position from which all photographs were taken, with an arrow indicating in which direction they were taken. Each position should be numbered and cross referenced to the photograph and index sheet
- include room numbers and/or building numbers, if used (refer to Appendix B for file naming conventions)
- include a title block on the plan recording (refer to ‘3.1 General measured drawing requirements’ for title block requirements).

Photographic index sheet

An index sheet is a numbered list of all photographs contained within the archival record. It should include:

- the number of each photograph or file name (for digital images)
- description of the subject matter of each photograph—including distinguishing features or components
- place name and site location/address (as listed in the Queensland Heritage Register)
- time and date of images taken
- the photographer's name.

Refer to Appendix A for an example.

Photographic report

A photographic report provides general information related to the photographic survey. It should include:

- a short explanation of the purpose of the survey
- subject description
- the sequence in which photographs were taken
- the name, contents, location and status of supplementary sources (if known) concerning the subject, including both published and unpublished materials (these could include other historic images, artefacts or reports associated with the place)
- a statement of any limitations of the photographic record and, if appropriate, recommendations for future work.

Specific photographic requirements

Images may be captured using digital photography, black and white film photography, colour slides or a combination of these. Regardless of method, quality is paramount. Preplanning, photographic skill and expertise, using appropriate equipment, and archival-standard processing techniques and materials will reap quality results.

Digital photography

- Use a high-quality digital SLR (dSLR) camera.
- Capture images as raw files.
- Save master archive images in uncompressed TIFF format.
- Enter correct metadata for each image. Check standard metadata settings on camera to ensure fields such as date and time are correct before undertaking work.
- Add descriptive metadata to each image. Refer to Appendix B for requirements.
- Adhere to file naming that follows convention requirements as outlined in Appendix B.
- Include GPS (global positioning system) information with images, if available.

- If colour is a highly significant aspect of a recording, use a Gretag Macbeth Colour Checker or equivalent to determine true colour balance of equipment. Colour checker needs to be submitted with record.
- Ensure prints, submitted in addition to CD/DVD images, are highly durable for archival storage, matching those produced on the Epson Stylus Pro 3800 printer with Ultrachrome K3 pigment ink on Epson Velvet Fine Art Paper or equivalent. For black and white prints, the printer must be set to advanced black and white print mode.
- Cross-reference prints with the index sheet by numbering on the back of prints with a 6B pencil.
- Securely store one copy of the CD/DVD disc in an archival album with the prints.

Black and white film photography

- Black and white photographs have proven longevity and stability when created to archival standards.
- Use a medium format camera or larger for professional quality photographs.
- Choose high quality film, speed-rated suitably for the light conditions.
- Develop prints and negatives to archival standards. Chromogenic C41 process is not acceptable as prints produced in this process are not suitable for long-term storage.
- Use archival quality fibre-based photographic paper. Resin-coated paper is not acceptable.
- Submit a proof sheet and the negatives.
- Label and cross-reference proof sheets to the index sheet.
- Prints are to be no smaller than 100x150 mm, maximum size A3.
- Use a 6B pencil for annotating on the back of prints.

Colour slides

Colour transparencies (slides) have longevity and stability if archival-quality film and processing is undertaken. Colour prints and negatives from colour print film are not acceptable.

- Where colour is an important aspect of the cultural significance of a place and the record is not in digital format, colour slides are to be submitted.
- Use E6 processing by recognised commercial laboratories.
- Number and label slides with lead pencil; cross-reference to index sheet.

Approval and lodgement requirements

Collating documents for lodgement and approval is the final step in the archival recording process. Approval is needed to ensure requirements within this guideline have been met. This ensures that all archival records received have an appropriate level of content and are consistent in format.

In accordance with the Burra Charter, records associated with a place should be placed in a permanent archive and made publicly available. On approval it is recommended that the record be lodged with the John Oxley Library within the State Library of Queensland. This ensures documents are appropriately managed and the public can access them.

Collating the archival record

Information should be compiled in logical sequence and put together as a neat and complete set. If the record includes hard copies (prints/drawings), all parts of the record should be stored and bound together in an archival-quality album. This may need to be supplemented by sets of larger measured drawings.

Presentation/format

All digital files including photographic images, measured drawings produced in CAD/scanned hand-drawn drawings, key plans, indexes and reports should be saved as PDF/A files and burned to CD-R or DVD discs that are write-only. Only use archive-quality discs of a reliable brand. Do not use rewritable discs.

If hard copies of measured drawings are included as part of a submission, all prints/drawings must be produced using archival standard stationery and ink. Smaller sheet sizes should be placed in archival quality plastic sleeves and presented in an archival album (A3 size or smaller). Drawings must not be laminated. Do not fold drawings—larger sheet sizes should be rolled, not folded.

If photographic prints and/or slides are submitted, these should be presented in an archival album (A3 size or smaller) with a contact sheet, photographs, negatives (in strips) and/or slides in archival quality plastic sleeves or pockets (uncoated polyester or polypropylene). Do not use PVC, glassine sleeves or self-adhesive albums.

Content

The complete archival record should include:

- a brief covering report including:
 - a title page with name of place, heritage register number, development application permit number, full site address, key author, date of submission and where the record has been lodged
 - a statement about why the record was made
 - a statement about the cultural significance of the item or place
 - an inventory of archival documents contained in the record.

- measured drawings and title sheet as required. Large paper drawings should be rolled, not folded
- photographs as required
- photographic index sheet, key plans and photographic report.

Approval and lodgement process

An archival recording must be correctly lodged and approved as a condition of development approval.

Assessing authorities may differ in their requirements for approval and lodgement. The following process is recommended:

1. The applicant should submit a complete print copy of the recording to the assessing authority. Submission should be no larger than A3 format. Images should be printed in thumbnail/proof sheet format with a maximum of 9 images per A4 page. Larger measured drawings should be printed to A4 or A3 size. This print-out can be used by the assessing authority for assessment and filing. It does not need to be produced to archival standards.
2. Following receipt, the development assessment officer should assess the record. Within 2 weeks of receipt it is recommended that the assessing authority advises the applicant if the recording fulfils the requirements set out in the scope of works document and it has or has not been approved.
 - If an approval is not granted, the assessing authority should forward a letter to the applicant outlining requirements the record must fulfil for approval to be granted. The applicant should then resubmit amended record for approval.
 - If written approval is granted, the applicant should lodge the full archival record directly with the John Oxley Library to fulfil the condition of approval for archival recording. A completed cover note (refer to Appendix D) and the letter of approval from the assessing authority should be attached to the front of the recording.
3. The John Oxley Library may then forward a written acknowledgement of lodgement (either in the form of a receipt, letter of acceptance, or email from the Collections Manager, John Oxley Library) to the applicant to confirm the record has been received.
4. The applicant should forward a copy of the acknowledgement of lodgement received from the John Oxley Library to the assessing authority.
5. The assessing authority should then forward to the applicant written notification stating receipt of lodgement with the John Oxley Library has been received and that the condition of approval for archival recording has been fulfilled.

John Oxley lodgement details

Postal:

John Oxley Library
Original Content
PO Box 3488
South Brisbane QLD 4101
Attention: Cultural Heritage Submission

In person:

Reference desk
John Oxley Library
Level 4, State Library of Queensland
Cultural Precinct, Southbank

Contact details:

Key contact: Manager, Original Content
Telephone: (07) 3840 7436
Fax: (07) 3842 9126
Email: gavin.bannerman@slq.qld.gov.au

(If using email, put 'Original Content' in the subject line)

Prepared by: Heritage Branch, Department of Environment and Heritage Protection

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Appendix A—sample index sheet for photographic record

Index sheet—photographic record			
Place name	<i>[name as listed on Heritage register]</i>	Heritage register number	
Site address	<i>[site address as listed on Heritage register]</i>	Date and time taken	
Camera type	<i>[make and model]</i>	Date CD created	
Photographer	<i>[name and company name]</i>	Film type	<i>[for analogue photographs]</i>
Image no.	File name (digital images only)	Description	
[eg. 003]	[eg. 601255_03_r2d.tif]	[eg. Interior - west wall- ground floor kitchen - showing waffle irons and switch board over]	

Appendix B—digital file requirements

Metadata requirements

Ensure equipment is set correctly before commencing recordings. This will ensure standard metadata is correct (including date and time). Metadata should be entered using the IPTC standard. Metadata for each image must include:

- name of place, as listed in Queensland Heritage Register (enter details in IPTC field ‘headline’)
- Queensland Heritage Register number (enter details in IPTC field ‘job identifier’)
- address of site, as listed in the Queensland Heritage Register (enter details in IPTC field ‘location’)
- photographer/creator’s name
- clear description of image including important components (enter details in IPTC field ‘caption/description’)
- digital rights management details—details of ownership and copyright clearance/licence
- GPS information, if available.

File name requirements

Digital file names must adhere to the following requirements:

- all filenames must start with the Queensland Heritage Register number of the place.
- file names are to be 16 characters or less.
- all characters must be in lower case; do not use capital letters.
- do not use spaces or dashes (-).
- fullstops (.), underscore (_) and commas (,) can be used.
- do not start a file name with a fullstop.
- file names for images should be set out in the following sequence:
 - Heritage Register number _ photo number. For example, Kelvin Grove Barracks, photo 34 would be 601966_034
- file names for measured drawings should be set out in the following sequence:
 - Heritage Register number _ initials ‘md’ for measured drawing and measured drawing number. For example, 01966_md_rk0021
- file names for reports should be set out in the following sequence:
 - Heritage Register number _report title. For example, 601966_coverreport

Appendix C—copyright

As the only remaining record of a place in time, an archival record provides a valuable resource for current and future generations seeking information about the past. Historians, researchers and the general community may require access to archival records to assist their research and understanding of the history of a place, organisation, object, community or local area. It is crucial that there is open, public access to archival records and that non-commercial use of archival material be permitted.

Copyright of material submitted to assessing authorities and the John Oxley Library is, by law, subject to conditions set out in the copyright licence for that material. Ownership of copyright for all material (such as images, drawings, reports) must be clear: it influences how material can be used by others.

If the author of work created for an archival recording wishes to maintain copyright over photographs, a copyright license is required.

There are preferred licensing requirements for archival recordings submitted to the John Oxley Library:

- All work submitted should be licensed under a Creative Commons licence. The Creative Commons licence is available, free of charge, from www.creativecommons.org.
- The Creative Commons licence should be 'Creative Commons Attribution-Non-Commercial-No Derivative Works'.
- This licence allows the author to maintain copyright but allows others to copy and distribute work provided the author is given credit (in a way specified by the author) and the work is not changed in any way, and is not used commercially.
- Licensing details must be entered in the metadata for each image/file requiring copyright.
- Submissions to the John Oxley Library are treated as a deed of gift. The deed of gift outlines the terms and conditions of access and use of the record and also includes copyright licensing arrangements.

Appendix D—John Oxley Library lodgement cover note

Complete a copy of this cover note and attach it to an archival recording when it is being submitted to the John Oxley Library.

Manager, Original Materials
John Oxley Library
Original Materials Unit
PO Box 3488
South Brisbane Qld 4101

Document title

Where EHP is the assessing authority:

Heritage submission under the Interagency Agreement between the Department of Environment and Heritage Protection and the Library Board of Queensland

Where the assessing authority is not EHP

Archival recording of _____ [insert name of place] as listed on the _____ [insert name of heritage register] on which the place is entered

Submission details

Date	
Submitter's name (individual or organisation)	
Contact person name (if different from submitter)	
Postal address	Postcode
Telephone	Mobile phone
E-mail	Facsimile

Details of archival record

Registered place name	Heritage register Number
Place street address as specified on the (insert title of Heritage Register)	Postcode
Contact details of officer representing assessing authority (for archival records prepared as a condition of development approval)	

Submission checklist

- Cover note completed
- EHP letter of approval of archival record attached (where EHP is assessing authority)
- Complete copy of archival record

Appendix E—references

Archaeology

Burke, H., and Smith, C., 2004, *Archaeologist's Field Handbook*, Allen & Unwin, Crows Nest, New South Wales.

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NSW Department of Planning and Heritage Council of NSW, 1993, *Historical Archaeological Sites: Investigation and conservation guidelines*, NSW Department of Planning, Sydney.

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NB. These guides provide practical guidance in applying recognised standards to help create, preserve, and re-use digital resources. They identify and explore key issues in digital archiving. They are not intended to serve as method texts, but as pointers to basic literature for those who need more detailed information on digital archiving issues. They include:

- Guides of relevance to archival recording standards for archaeological places including *Archiving Aerial Photography and Remote Sensing Data: A Guide to Good Practice*
- Digital Archives from *Excavation and Fieldwork: Guide to Good Practice 2nd Edition*
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